

Kristin Piorkowski

(b) (6)



Work Experience:

Axiom Resource Management, Inc (Senior Analyst) Northern Virginia
Department of Defense (DoD) Computer/Electronic Accommodations Program (CAP)
April 2005-Present

- ◆ Provide support to CAP Analyst for the Deaf and Hard of Hearing and Communication Team.
- ◆ Assist the Program Analyst in the evaluation and acquisition of hearing assistive technology devices and services for the DoD and Federal employees with disabilities.
- ◆ Review requests for reasonable accommodations when a Federal employee submits their forms, work with the customer to identify, evaluate and select the appropriate modification or adjustment to his/her work environment that enables him/her to perform the essential functions of his/her job. Appropriate accommodations are determined on a case by case basis. Performs ergonomic evaluations to fit the job to the person, rather than the person to the job.
- ◆ Support the Program Analyst in formulating policy for reviewing and granting assistive technology to DoD and Federal employees.
- ◆ Enhance client relationships by minimizing response time and maximizing flexibility and professionalism.
- ◆ Reconcile monthly credit card statements and invoice monthly charges.
- ◆ Improve knowledge and skills by attending Disability and Assistive Technology workshops and trainings on subjects pertinent to daily work.
- ◆ Provide CAP presentations at conferences and trainings; work with the Federal government to increase the recruitment, placement, promotion and retention of people with disabilities and ensure people with disabilities have equal access to career opportunities and advancement.
- ◆ Procure assistive technology and reasonable accommodation products for CAP clients (DoD and 65 Federal partner agencies). This includes conducting market surveys and obtaining pricing information from vendors.
- ◆ Coordinates and interacts directly with customers daily to meet customer needs. Assists in providing customer support.
- ◆ Conduct needs assessments for CAP clients that entail: assessing the employment life cycle, evaluating reasonable accommodations to ensure compliance with the specific requirements of Title V and Section 508 of the Rehabilitation Act of 1973, as amended and make recommendations for assistive technology solutions. Needs assessments can take place on-site at the clients place of employment, on-

site at our CAP technology evaluation center (CAPTEC) at the Pentagon or via VTC (video tele-conference).

- ◆ Research assistive technology products and employment trends, and serve CAP as an assistive technology practitioner. Provide research support and contributions to the CAP Customer Satisfaction Team. Analyzes assistive technology trends and submits new assistive technology proposals to the CAP Director for review and approval.
- ◆ Work closely with the CAP Technology Evaluation Center Manager on researching and testing new assistive technology products for evaluations.
- ◆ Work with vendors in regards to customer services they offer with their assistive technologies, and support CAP clients to answer questions about specific vendor services.
- ◆ Manage special projects for CAP: design and manage special events such as assistive technology demonstration days, CAP training events, author articles in CAP quarterly newsletters, develop and maintain CAP standard operating procedures and training manuals, develop and send out Listserv.
- ◆ Database management duties include updating customer and vendor information, marketing information and trade show information. Generate analytical reports such as budget breakdowns, pending actions, and inventory reports. Maintain customer information and analyze database statistics. Serves as a database entry technician for the operating components of CAP clients and assistive technology vendors/products, analyzes the number of accommodations and specific assistive technology each year.
- ◆ Negotiate the terms of purchase orders with vendors, analyze price proposals/project bids, and independently prepare purchase orders for CAP management.
- ◆ Work with key Federal stakeholders – Federal Relay Service and other Federal assistive technology evaluation centers.
- ◆ Work with Federal Government workgroups to increase employment of persons with disabilities. Experience working with Federal Government human resource managers to increase employment for persons with disabilities.
- ◆ Support the Workforce Recruitment Program with assistive technology and services, and by attending the Program Managers & Steering Committee meetings.
- ◆ Intensive use of Microsoft Excel to create spreadsheets for multiple projects such as: business plans, inventory lists, budget breakdowns, vendor order breakdowns, and career development plans.

Office of Admissions (Prospective Student Specialist)

Washington, D.C.

Gallaudet University

September 2004-April 2005

- ◆ Responsible for e-mail correspondence on behalf of the Office of Admissions
- ◆ Organized and coordinated undergraduate Open House events
- ◆ Coordinated the Student Ambassador Program by recruiting and training qualified students
- ◆ Collaborated with the admissions team to execute recruitment methods

- ◆ Developed working relationships with campus units which regularly meet with prospective students and their families
- ◆ Oversaw the publication of Open House brochures

National Institute on Deafness and Other Communication Disorders Bethesda, Maryland
Fellowship Intern

June 2002-May 2004

- ◆ Helped clone mouse beta actin using specific laboratory techniques
- ◆ Prepared protocols for using yeast two hybrid to identify beta actin's protein partners

Pratt School of Engineering (Fellowship Intern)
 Carolina

Durham, North

Duke University

Summer 2003

- ◆ Worked on a biomedical engineering project with a Ph.D student
- ◆ Prepared protocols for the optimization of the characterization and development of two types of drugs for drug-delivering purposes using High-Pressure Liquid Chromatography

Biology Department (Biology Group Discussion Leader/Tutor) Washington, D.C.
Gallaudet University

September 2003-May 2004

- ◆ Facilitated group discussions among students on specific biology related topics
- ◆ Gave brief lectures on each chapter
- ◆ Planned weekly group activities
- ◆ Provided tutoring to students on an one-on-one basis

Biology Department (Lab/Office Assistant)
Gallaudet University

Washington, D.C.

September 2001-May 2002

- ◆ Prepared and cleaned equipment and chemical solutions for upcoming lab courses
- ◆ Assisted the Department Chairperson and Secretary
- ◆ Filed and copied papers
- ◆ Performed immediate tasks when necessary
- ◆ Used Microsoft Applications frequently
- ◆ Planned and scheduled all inventory
- ◆ Handled mail/messages

National Sports Center for the Disabled
Colorado
Therapeutic Recreation Intern
Summer 2001

Winter Park,

- ◆ Observed and assisted with lesson programs for various activities
- ◆ Assessed clients and determined necessary adaptive equipment and appropriate activities
- ◆ Assisted with the coordination and supervision of a weekly program including client record keeping and planning special events

Education:

Bachelor of Arts in Biology
Focus area: Health Sciences
Graduated Magna cum Laude: May 2004
Gallaudet University
Cumulative GPA: 3.76 (4.0 scale)

Washington, D.C.

Certifications, Honors and Achievements:

- ◆ Barbara Schell Award for Total Leadership
- ◆ Dean's List during all four years
- ◆ Phi Alpha Pi Honor Society
- ◆ President's Scholarship Recipient
- ◆ Walter J. Krug Award for Students in Biology
- ◆ Who's Who Among American Colleges and Universities
- ◆ Phi Kappa Zeta Sorority
- ◆ Gallaudet Varsity Volleyball (1999)
- ◆ New Student Orientation Group Leader (August 2001)
- ◆ Student Advisory Board Committee of Gallaudet University (Spring 2002)
- ◆ Student Body Government Director of Events (2001-2003)
- ◆ Teaching Assistant for First Year Seminar (August 2001-December 2001)

*College transcripts, work history references, personal references and writing samples
are all available upon request.*